



# MERIT PROMOTION JOB OPPORTUNITY

[www.gpo.gov](http://www.gpo.gov)

**Announcement Number:** 06-523  
**Position Title:** Cost Accountant  
**Series and Grade:** PG-0510-13  
**Salary Range:** \$77,353.00 - \$100,554.00 pa  
**Promotion Potential:** None  
**Opening Date:** 09/08/06  
**Closing Date:** 09/28/06  
**Location of Position:** Finance and Administration  
Office of the Plant Controller  
Plant Production Branch  
Plant Billing Section  
**Number of Openings:** One  
**Type of Appointment:** Permanent  
**Work Schedule:** Shift 1  
**Who May Apply:** All Sources

## **ABOUT THE GPO:**

Today, the Government Printing Office (GPO) is at the epicenter of technological change as it embraces its historic mission while looking to the digital future. The men and women of the GPO are hard at work transforming the agency into a digital information processing facility that will continue Keeping America Informed into the 21st century and beyond. Come be a part of history in the making as the largest information processing, printing, and distribution facility in the world transforms into a revolutionary digital facility.

## **MAJOR DUTIES:**

The incumbent serves as a cost account expert and performs billing and cost analysis to determine the full cost of goods manufactured by GPO. The incumbent develops and prepares billing and cost analysis, studies and reports which require investigation of cost and production data and its application on rates. Develops cost studies for new machinery, processes or operations and recommends the adjusting of rates as necessary. Monitors GPO's accounting system to assure compliance with new legislation, new initiatives, and generally accepted accounting principles. When necessary, performs other related duties.

## **QUALIFICATIONS NEEDED:**

Applicants must possess 52 weeks of specialized experience equivalent to the next lower grade level. Specialized experience is the ability to accumulate, classify, and interpret information concerning the cost and billing of materials and labor and other costs of manufacturing. **In addition**, applicants **MUST** also have:

- 1) A bachelor's degree, that included or was supplemented by at least 24 semester hours in accounting. The 24 hours may include 6 hours of business law; **OR**
- 2) At least 4 years of experience in accounting and **one** of the following: 24 semester hours in accounting or auditing courses which can include up to 6 hours of business law; or a certificate as a Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or completion

of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours provided that (a) the applicant has successfully worked at the full-performance level in accounting, auditing, or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and or related and underlying fields that is normally associated with successful completion of the 4-year course of study and (c) the applicant's education, training, and experience fully meet the specified requirements.

**All qualifications must be met by the closing date of this announcement and unless you have previously been employed by the Federal Government as an accountant you must verify completion of the basic education requirement by submitting a copy of your official college transcript with the application.**

### **HOW YOU WILL BE EVALUATED:**

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, ability and other characteristic (KSAO) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSAO. When describing your KSAOs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSAO.

You must submit separate narrative response statements for each KSAO with your application package.

### **Knowledge, Skills, and Abilities and Other Characteristics required for this position:**

1. Professional experience setting cost and efficiency standards and analyzing variances for manufactured products, services, and billing activities.
2. Ability to define and measure billings and costs by applying methodologies, such as standard, process job-order and activity-based costing.
3. Ability to develop, recommend, and implement budgetary and financial policies and present findings to higher level officials through written and oral communications.
4. Professional knowledge of accounting information systems for cost, billing, inventory, revenue, and budgeting.
5. Professional experience in price development, billing, and budgeting for manufactured products and services.

### **HOW TO APPLY:**

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

**STEP 1:** Complete a resume or an Optional Form 612 "Optional Application for Federal Employment" (OF-612). The OF-612 is available electronically at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf). If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at [www.resumechecklist.gpo.gov](http://www.resumechecklist.gpo.gov).

**STEP 2:** Prepare separate narrative responses to each of the KSAOs listed in this announcement.

**STEP 3: Current and Former Federal Employees (including GPO employees):** Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance

Appraisal from the Human Capital Business Center in Room C-106. Time in grade requirements must be met by the closing date of this announcement under merit promotion procedures.

**Veterans:** Attach a copy of your most recent DD-214, "Certificate of Release or Discharge from Active Duty" or letter from the Veterans Administration documenting your military service. Veterans who are 1) preference eligibles or 2) who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service or 3) meet other eligibility requirements under veteran appointing authorities may apply to this announcement. For more specific information about your veteran's preference and eligibility, please visit <http://www.opm.gov/veterans/>.

**Applicants with Disabilities:** If you are seeking an excepted appointment based on a disability, please attach a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of the position and are eligible for an excepted appointment based on a physical or mental disability.

**STEP 4:** Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below. If sending an application via email, you must include the vacancy announcement number in the subject line and fax/mail all additional documentation by the closing date.

**Send Your Complete Application Package to:**

Application Processing, STP: HCD  
U.S. Government Printing Office  
732 N. Capitol Street, NW  
Washington, DC 20401  
FAX: (202) 512-1292

Email: [applicationprocessing@gpo.gov](mailto:applicationprocessing@gpo.gov)

**For Additional Information Please Contact:**

Human Capital Department  
Tyrea M. Mitchell  
Phone: (202) 512-1124  
TDD: (202) 512-1519

**Your complete application package must be received at the address below by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.**

**Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.**

**PRE-EMPLOYMENT CONSIDERATIONS:**

Selectees must successfully pass a drug test and background check before appointment. Current GPO employees are not subject to these requirements.

GPO will not pay relocation costs.

**BENEFITS:**

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your and your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>.

**GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.**

**GPO is an equal employment opportunity employer.**